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MANAGERIAL SELECTION PROCESS

The Department strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/CALNET 498-7857.

THIS IS A OPEN EXAMINATION.

LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING MANAGEMENT AUDITOR
(TWO YEAR LIMITED TERM, MAY BECOME PERMANENT)**

POSITION: **CHIEF, EXTERNAL AUDITS**

SALARY: **\$6779 - \$7847**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **JANUARY 11, 2012**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Audits and Investigations (A&I), the Chief, External Audits plans, organizes, directs, reviews and coordinates the external audit activity of the Department. Responsibilities include, but are not limited to:

- Plans and implements the annual and long-range external audit coverage of the Department, including coordination of coverage by external audit agencies. The audit plan and its management encompass the independent appraisal of controls over departmental and external entities operations.
- Prepares and submits annual plans of service and periodic status reports. Prepares and submits other reports and analyses as directed by the Assistant Director of A&I. Maintains comprehensive records of all operations and programs to ascertain whether results are consistent with established objectives and goals and whether the operations of programs are being carried out as planned.

- Functions as liaison between A&I and external entities to ensure compliance with policies, plans, procedures, laws and regulations.
- Oversees the audit staff and is responsible for evaluating the adequacy and reasonableness of controls over the entire resources of the Department.
- Prepares and administers periodic performance evaluations for audit staff and provides guidance on their performance of audit work on an ongoing basis. Assures that audit staff has adequate training opportunities to maintain and enhance their skills in compliance with the A&I training policy. Administers personnel duties as needed.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications by the final file date in order to participate in this examination.

Either I

Experience: One year of experience in the California state service performing professional auditing or accounting duties in a class with a level of responsibility not less than that of a Senior Management Auditor; or two years of experience in the California state service performing professional auditing or accounting duties in a class with a level of responsibility not less than that of Staff Management Auditor.

Or II

Experience: Five years of experience in a professional accounting, auditing, or examining position, at least two years of which shall have involved the direction of a large and complex independent and comprehensive post audit program (the term "comprehensive" implies examination of the entire fiscal operations rather than a specialized or limited segment), or four years of experience in a management consultant position, at least two years of which shall have involved the direction of a large management consultant program. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class at a level of responsibility not less than that of Staff Management Auditor.) **and**

Education: Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting. Registration as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and techniques of personnel management and supervision; methods of auditing through electronic data processing systems; applications of probability sampling to auditing; program budgeting; organization and management of a broad range of State agencies; group leadership techniques; program planning and evaluation; department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

Ability to: Plan, organize, and direct the work of a staff engaged in a variety of complex, technical, management audits; work effectively with top level managers of State agencies and other organizations. ("Understanding of and effectiveness in carrying out State and departmental equal employment opportunity policies.")

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of organization and policy issues facing Caltrans, or a similarly sized entity, and the current responses to such issues.
- Demonstrated breadth of management/supervisory experience.
- Demonstrated broad spectrum of interpersonal communication skills necessary to address a variety of internal and external issues.
- Demonstrated knowledge of program and project management principles.
- Demonstrated knowledge of and commitment to quality management tools and performance measures.
- Demonstrated knowledge of budget processes, workload development and resource management.
- Demonstrated ability to plan strategically and implement with measurable results.
- Demonstrated ability to effectively develop and lead a multi-disciplinary staff.
- Demonstrated ability to serve as liaison between headquarters and field offices or operations in providing interpretation and clarification of specific instructions, policies, standards and practices.
- Demonstrated experience and ability to serve on or lead cross-functional statewide or corporate teams assigned to resolve complex problems.
- Demonstrated interpersonal, supervisory, leadership and management skills, including excellent willingness to proactively work in a rapidly changing environment.
- Demonstrated ability to manage auditors of external state audit agencies.
- Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
- Demonstrated ability to write clearly, concisely, and accurately.
- Demonstrated ability to work effectively as part of a management team and subscribe to a team concept.
- Demonstrated ability to manage work and personnel to ensure a quality product within established timelines.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 11MSP43**.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.

- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final filing date of **JANUARY 11, 2012**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (11MSP43)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.